

NIH Child Care Board Meeting Minutes
June 6, 2012
Building 31/6C, Conference Room 10

Members in Attendance: Julie Berko, Catherine Bosio, Andria Cimino, Rosalind King, Sybil Philip, Brian Rabin, Heather Rogers, Sheri Schully, Tim Tosten, Keren Witkin, Clara Bodelon, Nirali Shah, Mary Ellen Savarese, Tonya Lee

Center Liaisons Attending: POPI: Carla Ocampo, Rona Buchbinder **ECDC:** Anne Schmitz, Barbara Acquaviva, Bob Storz

Members Absent: Kelli Carrington, Jason Levine, Zhiyong Lu, Catherine Meyerle

Guests: Chris Gaines, Program Manager, NIH Wellness program, Janice Rouiller and Andrea Davis, Office of Quality Management

I. Welcome and Introductions of Members and Liaisons-Brian Rabin

Chair Brian Rabin welcomed Board Members, Liaisons, and Guests. Chair Rabin asked each individual to introduce him/herself.

II. Approval - Minutes from March 2012 –Brian Rabin

Chair Rabin called for a vote to approve the minutes from the March 1, 2012 meeting. Minutes were approved.

III. Updates – Brian Rabin

- **NIH Child Care Subsidy Program – Tonya Lee**

The NIH Child Care Board recommended to the NIH Leadership in FY 2011 to increase the funding of the NIH Subsidy Program to eliminate the subsidy waiting list, increase the total adjusted household income, and increase the number of families served. The NIH Leadership approved the recommendation and the NIH Child Care Subsidy program funding was increased by \$240,000.00.

Due to the Continuing Resolution, changes to the NIH Child Care Subsidy program were implemented in January 2012. Currently, the NIH Child Care Subsidy program is serving 102 Federal Employees and 132 children. There were 7 employees who left the program: (4) income was too high, (2) left NIH, (1) child was not in licensed child care. Of the 132 children being served, 62 are older than 5 years of age. There are currently 3 levels of reimbursement: 50% (\$40,000 or less), 40% (\$40,001 - \$55,000), and 20% (\$55,001 - \$70,000). There are 31 employees receiving 50%, 52 families receiving 40%, and 19 families receiving 20%.

The Subsidy Committee will reconvene in the fall to analyze the data and to determine the effectiveness of the changes and if there are additional recommendations to be made.

- **Back-up Care Program Contract Status – Tonya Lee**

The NIH Back-up Care program was another recommendation that the NIH Child Care Board sent to the NIH Leadership in FY 2011. The NIH Leadership approved the recommendation and the NIH Back-up Care program contract was awarded on September, 29, 2011. Due to contract implementation issues, the program was launched on January 4, 2012.

The NIH Child Care Team and the Board have been extensively advertising the program. Ms. Lee presented to the Board with examples of the posters to be placed in various locations on/off campus, including the 35 lactation rooms. Each Board attendee received a poster and samples of the marketing materials being used to advertise the program.

The NIH Back-up Care program currently has 532 registered NIH employees and 828 dependents. There have been 60 uses of the program with over half of those from the scientific community. Back-up care was provided for: (33) infants & toddlers, (15) preschoolers, (9) school-agers and (3) adults. The type of care provided was (15) in a Bright Horizon center, (27) in a preferred network child care center, (6) in-home care for child, (9) mildly ill care, and (3) in-home care for adult. There were 52 days in which NIH Employees were able to report to work as a direct result of this program.

Ms. Lee reported that her office was calling all the employees who had used the service and those who could not. The employees who used the care were very appreciative of the program. One employee commented, “This service saved the day.” She had a big event at work and no child care. Those who could not use the program were mainly due to the employee only wanting center care and no space was available for the age of child. Ms. Lee is working with Bright Horizons to expand the number of centers in the network available to offer back-up care especially for children under the age of 3.

The Back-up Care Committee will reconvene in the fall to analyze the data and determine if there are recommendations to be made.

- **Northwest Child Care Center - Mary Ellen Savarese**

Ms. Mary Ellen Savarese reported that the Northwest Child Care Center project is moving forward. Mr. Conrad Farina, proxy for Stephanie Hixson, ORF Liaison, reported that the Northwest Child Care Center project is currently in Phase I in the contracting process. The RFP for the project was released on May 27th. The Technical Evaluation Panel (TEP) is currently reviewing proposals that were received for the design build contract. By June 21st, the TEP will determine which 3 vendors will advance to Phase II. In Phase II, the vendors will submit bids for the project. The goal is to have the design build contract awarded by August 2012. Ms. Mary Ellen Savarese is a member of the TEP.

- **NCI at Shady Grove – Dr. Sheri Schully**

The NIH Child Care Board presented the “Resources for NCI Families at Shady Grove” on May 31st at Executive Plaza. This outreach event was in response to the NCI Executive Office and Board Members from NCI requesting assistance for NCI Employees who are being relocated and needed information on child and family resources in the Shady Grove area.

The NIH Child Care Board partnered with the Office of Research Services, NCI, and LifeWork Strategies to have 14 licensed child care centers in the Shady Grove area, a representative from Bright Horizons for the NIH Back-up Care program, NIH Nursing Mothers Program, NIH Federal Credit Union, and Johns Hopkins Montgomery County present to give NCI families information and resources in the Shady Grove area. There were 75 NCI employees who attended the event. One particular comment that defined the event, “the fact that NCI leadership cares enough about working parents to hold this event” speaks volume of the effectiveness of the outreach event.

Ms. Mary Ellen Savarese thanked the NIH Child Care Board Members who assisted with this event: Dr. Sheri Schully, Chair of the Committee, Mr. Brian Rabin, Dr. Jason Levine, and Ms. Sybil Philip.

- **Membership Committee Report – Andi Cimino**

Ms. Andi Cimino reported that the Membership Committee will be selecting one (1) new Board member to replace Kelli Carrington. Ms. Mary Ellen Savarese spoke about Ms. Carrington’s contributions to the Board. The Membership Committee received five (5) applications and will be holding interviews on June 14th.

- **Maxi-Flex Pilot – Julie Berko**

Ms. Julie Berko reported that the Max-Flex Pilot program now has 10 organizations participating with approximately 200 employees. The pilot is designed to last 6 months; however it is taking longer to establish the internal policies and procedures. The program must be implemented for at least 90 days to conduct an effective evaluate. One question that employees are asking is, “Will Maxi-Flex continues to be an option for employees and supervisors?” The answer is “Yes, Maxi-Flex will be included in the policy outlined in the Work Schedule Manual Chapter.”

- **Board Meeting Dates – Brian Rabin**

Chair Brian Rabin asked the Board for feedback on the proposed 2012-2013 Board Meeting Dates that were distributed via email. There were no comments on changing the dates. Chair Rabin approved the meeting dates. Ms. Tonya Lee will send a calendar notice to Board members.

IV. Board Strategic Plan Report – Dr. Sheri Schully

Dr. Sheri Schully reported that the NIH Child Care Board and the NIH Child Care Team have gone above and beyond the initial Strategic Plan. Since January, there have been over 30 outreach events and marketing opportunities for the NIH Child Care Programs and the New NIH Back-up Care program. Dr. Schully distributed a list of all

the events. The NIH Child Care Team will be expanding the outreach events to other NIH locations: Baltimore, NIEHS (NC), and RML (MT).

V. Workforce Planning Committee Report and Discussion – Dr. Rosalind King

Dr. Rosalind King gave an overview on why the Workforce Planning Committee was formed: Outreach repeatedly reveals that NIH staff does not know about all the resources available to them, assist the Strategic Planning Committee on the message that needs to be present to the NIH Community, and how to embed benefits/services into NIH institutional systems. The Committee has selected an evidence-based approach to address these challenges. The Committee established three main tasks: Investigate existing surveys and propose new items, conduct a literature review, and estimate the NIH need for child/family services. To tackle these tasks the Committee divided in to three groups: Child Care Survey, chaired by Ms. Andi Cimino and Ms. Sybil Philip, Literature Review, chaired by Dr. Sheri Schully, and Estimate NIH Need, Dr. Rosalind King. Dr. King requested the Board listen to the reports and determine if the group completed its task or if there is more work to be done. If there is more work to be done, to assist in deciding what the next steps are and establishing a deadline.

Child Care Survey Group: Ms. Andi Cimino presented to the Board an update on the group's efforts to gather data and review surveys. The group looked at the OPM Employee Evaluation Survey and reached out to the person responsible to administer the survey to see if there could be any changes to the questions concerning child care. No changes could be made because the survey was approved to go out to HHS in a few weeks. The group also looked at other survey information and decided that NIH has always viewed itself as unique and the only data that would be relevant would be a survey conducted by NIH. The committee decided to explore how the Board could administer a survey and what questions would be on the survey.

Ms. Cimino distributed Sample Child Care Questions for NIH Survey on Work/Life Balance Issues to the attendees. Ms. Cimino received valuable feedback from the Board on the questions and will be incorporating the feedback in a revised document. Ms. Tonya Lee introduced two guests: Ms. Andrea Davis and Ms. Janice Rouiller from the Office of Quality Management. Ms. Lee announced the Office of Quality Management has agreed to conduct the Child Care Survey 2012. Ms. Rouiller actually assisted with the 2005 Child Care Study that was administered to the NIH community. A copy of this survey and other surveys concerning child care at NIH can be accessed on the NIH Child Care website <http://childcare.ors.nih.gov>. Ms. Davis and Ms. Rouiller stated they were looking forward to working with the group and they were impressed by the amount of thought and work that has already gone in to the survey.

Literature Review Group: The Committee had already established that the research base was thin and therefore they would need to cast a broad net to find research that will be considered relevant with work balance issues, recruitment and retention of staff.

The Literature Review group was able to identify 40 articles for review. Only 8 articles were deemed relevant. Dr. Rosalind King gave an overview of the articles and the findings. A copy of this PowerPoint can be made available by contacting Tonya Lee, at leet2@mail.nih.gov. The findings of the literature review were mostly of the more

current literature, which has a childcare focus, examines dependent care in light of the availability of other work-life programs (i.e. flexible schedules etc.). When dependent care is taken into account with the utilization of these other programs, there is an effect on absenteeism, job satisfaction, and retention. Based on these findings, the Committee is suggesting that the Board cannot look at child care as a separate issue and acknowledge the challenge will be how to bridge the gap between services of valued in an economy that is factual data driven.

Estimate NIH Need Group: Dr. King stated this group is still in the beginning stages. Dr. King has located data for birth rates from the NCHS and percentage living in household with children from the Census. NIH Office of Human Resources is pulling data to determine which rates will be applied. Dr. King thanked Brian Rabin and Julie Berko for their assistance in gathering data.

Dr. King concluded this report by asking the Board for their recommendations. The Board agreed that an NIH survey would be the best approach to identify the awareness of the NIH Community and how best to get the message out. The 2005 Child Care Survey has some relevant questions; however the new survey needs to focus on the value of the services instead of satisfaction. The survey should also be shortened. Mr. Chris Gaines, Program Manager, NIH Wellness program attended this portion of the meeting to explore the possibility of the including wellness questions. The Board agreed that the survey should focus on more than just child care issues. The Board gave suggestions on how to deliver the survey to the NIH Community. Suggestions were: survey sent out by Dr. Francis Collins, Director, NIH, and have each Executive Officer (EO) personally send the survey out to the IC's employees. Mr. Tim Tosten agreed to assist with EO initiative.

VI. Board Work Plan 2012-2013 – Discussion and Decisions – Brian Rabin

Chair Rabin asked the Board for the suggestion on what the Board should focus on for next year. The Board will focus on the following issues:

- Evaluation of the NIH Subsidy Program
- Evaluation of the NIH Back-up Care Program
- Northwest Child Care Center and ground breaking ceremony-determine the role of the Board for the new center, such as establishing hours of operation, how to handle the waiting list, and selection of a provider
- Continue to review additional articles
- Tribble Amendment-review all recommendation and referrals that the Board established in the past and present them to Ms. Brandt, Office of Legislative Affairs
- Reconvene the Waiting List Committee
- Conduct a Child Care Survey and evaluate the data
- The work of the committees should determine the effectiveness and value of the programs and how to make it a part of the culture of NIH
- Evaluate the effort of the many outreach events, what did we achieve?

VII. Annual Report to NIH Leadership – Discussion and Decision – Brian Rabin

Chair Rabin asked the Board to consider what information and recommendations should be included in the Child Care Board Annual Report that is submitted to Dr. Francis Collins, Director, NIH. Last year, the Board presented a letter outlining the efforts of the Board and thanking him for approving the implementation of the NIH Back-up Care program and increasing the NIH Subsidy program. This year the Board will submit a more robust report with an Executive Summary.

The Board determined that the following information should be included in this year's report:

- The NIH Subsidy program-how the changes have affected the program
- The NIH Back-up Care program-how the program is going
- Literature Review
- Outreach event at NCI
- Explain why the Board had a Strategic Plan
- Efforts to assist families-Summer Camp Guide

Board Recommendation: The NIH Leadership clearly demonstrates support of the many child/family services that are offered to the NIH Community.

The Annual Report goal is July 15th. Pictures and data should be included in the report. The following Board members have agreed to assist with the writing and/or editing of the report: Ms. Andi Cimino, Ms. Rona Buchbinder, Dr. Keren Witkin, Ms. Heather Rogers, Dr. Rosalind King, and Dr. Sheri Schully. Chair Rabin thanked them for their assistance.

VIII. Announcements and Adjourn

Ms. Lee announced the Heart to Heart: Caregiver Conversations support group has ended and the overall results were disappointing. Overall the attendance for each session was 1 or 2 individuals. The most that attended were 12 attendees at the February 28th meeting. Ms. Lee stated that in the fall she would meet with the Employee Assistance Program who co-sponsored this group, to see if there is any interest in scheduling it again.

Ms. Lee announce that the April Month of the Young Child events and the May Dependent Care events were successful.

Ms. Tonya Lee gave the Golden Star awards to the Board members with perfect attendance: Andria Cimino, Rosalind King, Catherine Meyerle, Sybil Philip, Sheri Schully, Nirali Shah, and Heather Rogers.

Ms. Carla Ocampo was introduced as the new Director for Parents of Preschoolers, Inc.

The meeting was adjourned at 12:00 pm.

The next Board meeting will be September 13, 2012.